

Purpose

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Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Bank Information** service is located in the 'My Pay' workset in ESS. Employees can use this service to set up (or change) their bank information for direct deposit of their paycheck.

Employees will have the option to have up to two bank accounts for direct deposit. The following bank types will be available:

Main Bank - This is the main account for which an employee's paycheck is deposited. Employees can have one valid 'Main Bank' record.

Other Bank - If an employee wants to split the direct deposit of their paycheck into two accounts (direct deposit), employees have the option to set up an additional bank account. Employees can only have one 'Other Bank' record.

If an employee chooses to set up an additional direct deposit bank account, the employee can set a specific dollar amount or percentage of their paycheck to be deposited into the 'Other Bank.' The remaining portion of the paycheck is deposited into the 'Main Bank.'

NOTES/OTHER:

Employees only have the option to set up direct deposit or maintain existing direct deposit information (changing banks, bank account numbers, etc.). If the employee is already set up as direct deposit, they cannot elect to change the payment method to receive a check. If an employee elects to stop their direct deposit, they should contact their agency's payroll office. Employees (especially New Hires) who are initially set up to receive a check are strongly encouraged to use direct deposit.

When changes are made to direct deposit, the changes might not be in effect for up to two weeks based on the timing of the payroll cycles.

DISCLAIMER:

All employees must read the 'Direct Deposit Authorization ' in ESS prior to maintaining their Bank Information. By using the Bank Information service in ESS, it is assumed that the employee is in agreement with the disclaimer.

Trigger

Use this service in Employee Self-Service (ESS) to set up (or change) your direct deposit information.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Bank Information

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

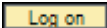
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course**, we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- The MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166
- If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Welcome essit15, MySCEmployee powered by SCEIS

Employee Self-Service

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search

- Quick Links
- [Who's Who](#)

My Pay

- *Bank Information (Direct Deposit)
- *Employment Verification
- *W-4 Tax Withholding
- *Voluntary Deductions
- *Savings Bonds
- Quick Links
- [Pay Statements](#)

My Benefits

- *Employee Insurance Program Websites
- *Retirement Forms
- Quick Links
- [MyBenefits - Employee Insurance Program](#)

My Career

- *Training and Development
- Quick Links
- [State Jobs](#)

My Working Time

- *Quota Overview
- *Time Statements
- *Holiday Schedule
- *State Employee Leave Package
- Quick Links
- [Record Working Time](#)
- [Time Conversion](#)
- [Leave Request](#)

My Personal Info

- *Address and Emergency Contacts
- *Personal Data

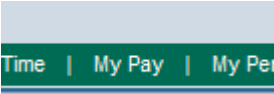

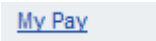
My Travel and Expenses

- *Expense Reports
- *Travel Requests



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.




The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Bank Information** service, click the link [Bank Information](#).



DISCLAIMER: All employees must read the "Direct Deposit Authorization" in ESS prior to maintaining their Bank Information. By using the Bank Information service in ESS, it is assumed that the employee is in agreement with the disclaimer.

8. The overview screen for **Bank Information** is displayed:

Welcome essuser1, **MySCEmployee** powered by **SCSIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Bank Information

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Main bank

Name: Johnny Paul Brady (xSS)

Bank Name:

Edit

Previous Step New Other bank Exit



Important Direct Deposit and Banking Information:

- Employees only have the option to set up direct deposit or maintain existing direct deposit information (changing banks, bank account numbers, etc.). If the employee is already set up as direct deposit, they cannot elect to change the payment method to receive a check. Employees (especially New Hires) who are initially set up to receive a check are strongly encouraged to use direct deposit.
- The screen shot above shows an example of an existing Main Bank record that is set up to receive a check. A record is set up as a check when the Bank Name is not populated.
- When changes are made to direct deposit, they might not be in effect for up to two weeks based on the timing of the payroll cycles.

9. To change your Main Bank details, click **Edit**.

Welcome essuser1, **MySCEmployee**
powered by **SOEIS**

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

Bank Information

Bank Information

1 Overview 2 **Edit** 3 Review and Save 4 Confirmation

Name: Johnny Paul Brady (xSS)

Bank Key / Routing Number: 011102094 WACHOVIA BANK N.A.

Bank Account: 1509912345

Account Type: Checking

Payment Method: Direct Deposit: PA ...

[Example Check](#)

YOUR NAME
5555 Street Name
City, ST 12345
DATE _____

Pay to the Order of \$ _____ Dollars

Financial Institution
1000 Street Name
City, ST 12345
For _____

004183835 003527942 1001

Routing Number Account Number Check Number

Previous Step Review Exit

10. As required, complete/review the following fields:

Field	R/O/C	Description
Name	R	The employee's legal name for direct deposit. This field is displayed only and is from the employee's HR master record.
Bank Key / Routing Number	R	The bank's unique number used for routing a direct deposit purposes.
		<ul style="list-style-type: none"> See Step 10.1 and Step 10.2 for tips on how to find your Bank Key / Routing Number.
Bank Account	R	The employee's bank account number.
Account Type	R	The type of account (i.e. Checking or Savings); select one from the drop-down.
		The payment method type.
Payment Method	R	NOTE: The payment method for 'Direct Deposit' will always default. When setting up a new record, or changing your bank information, employees will only have the option to set up for


direct deposit. Employees cannot change to receive a check.

- 10.1.** To find the Bank Key / Routing Number, have one of your checks readily available and locate the 9-digit number on the lower left portion of the check. Use the 'Check Example' diagram to assist you:

The diagram shows a check with the following fields highlighted:

- Routing Number:** 1004183835 (highlighted in green)
- Account Number:** 003527942 (highlighted in pink)
- Check Number:** 1001 (highlighted in yellow)

Other fields on the check include: YOUR NAME, 5555 Street Name, City, ST 12345, DATE, Pay to the Order of, \$, Dollars, Financial Institution, 1000 Street Name, City, ST 12345, For, and a MICR line at the bottom.

- 10.2.** To find the Bank Key / Routing Number, click the field drop-down and use the search tool. Search on the field 'Bank Name' and click .

The screenshot shows the 'Advanced Search' tool with the following search criteria:

- Bank Key: (empty)
- Bank name: *WACHOVIA*
- House no/street: (empty)
- City: (empty)
- Bank Branch: (empty)
- SWIFT code: (empty)
- Bank number: (empty)
- Bank Country: US

Buttons: Go, Exit

Bank number	SWIFT code	City	Ctry	Name of bank	House number and street	Bank Branch	Bank Key
011100106		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011100106
011101024		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011101024
011102094		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011102094
011103022		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011103022
011103284		WINSTON-SALEM	US	WACHOVIA BANK N.A.	401 LINDEN STREET		011103284

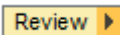
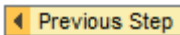

Row 1 of 483

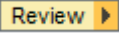


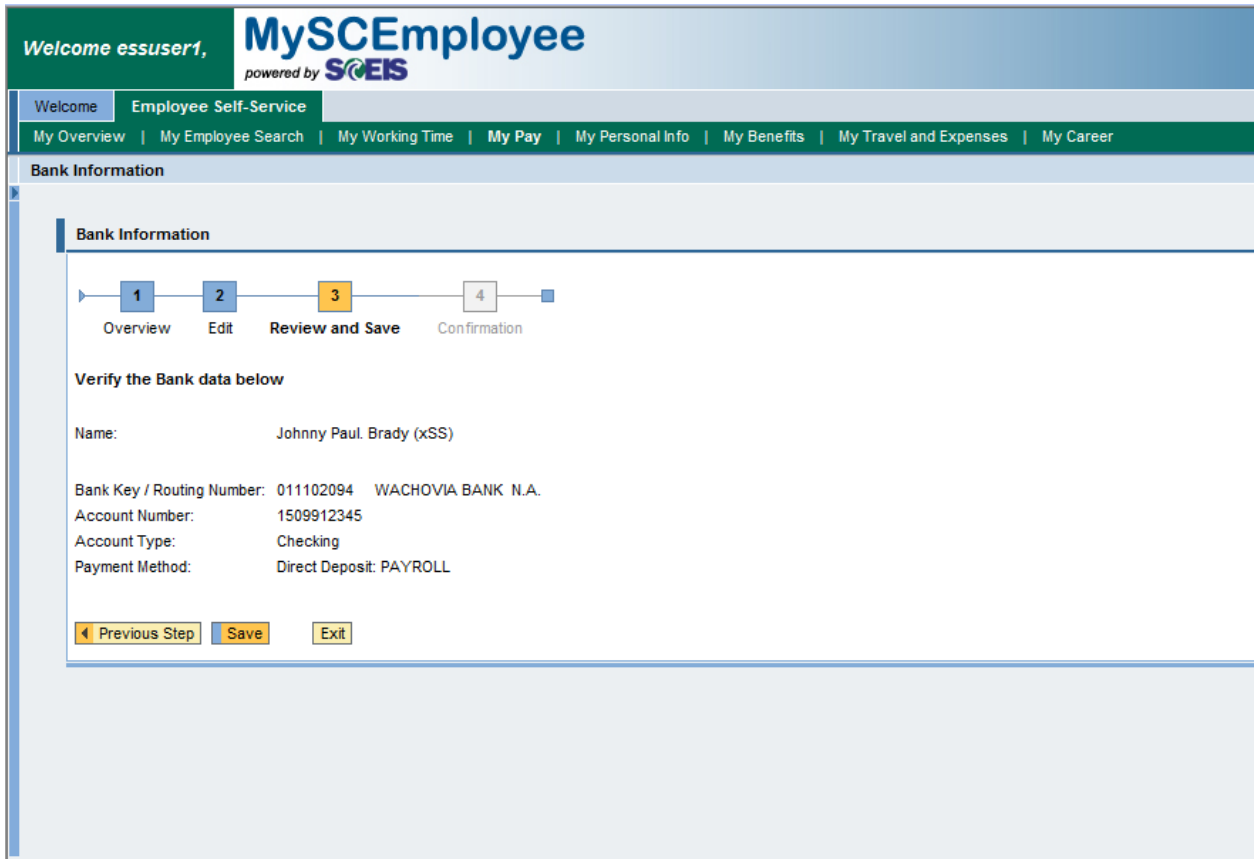
When using the search function:

- Always use all upper-case letters. The search tool is case-sensitive.
- Use wildcard searches (*) to ensure you find the bank by it's full legal name.

- 11.** Maintain the **Bank Information** and then perform one of the following:

If	Then
You want to continue and save the Bank Information .	Click 
You do not want to save the information entered/changed and navigate back to the Bank Information overview page.	Click 
You want to cancel all activity in the Bank Information service and navigate back the the 'My Pay' area page.	Click 

12. For the purpose of this exercise, click .



The screenshot displays the MySCEmployee Employee Self-Service interface. The header includes a welcome message for 'essuser1' and the MySCEmployee logo, powered by SCEIS. The navigation bar contains links for Welcome, Employee Self-Service, My Overview, My Employee Search, My Working Time, My Pay, My Personal Info, My Benefits, My Travel and Expenses, and My Career. The main content area is titled 'Bank Information' and shows a progress bar with four steps: 1 Overview, 2 Edit, 3 Review and Save (highlighted), and 4 Confirmation. Below the progress bar, the text 'Verify the Bank data below' is followed by the following information:

Name:	Johnny Paul Brady (xSS)
Bank Key / Routing Number:	011102094 WACHOVIA BANK N.A.
Account Number:	1509912345
Account Type:	Checking
Payment Method:	Direct Deposit: PAYROLL

At the bottom of the form, there are three buttons: 'Previous Step', 'Save', and 'Exit'.

13. To save the **Bank Information** record, click .

The screenshot shows the 'MySCEmployee' portal with the 'Employee Self-Service' tab selected. The 'Bank Information' section is active, displaying a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation (highlighted in orange). Below the progress bar, a message states: 'The changes you made to your Bank data were saved'. Under the heading 'What do you want to do next?', there are three links: 'Go to Bank Information Overview', 'Go to My Pay Homepage', and 'Go to Employee Self-Services Homepage'. The user's details are listed below: Name: Johnny Paul Brady (xSS), Bank Key / Routing Number: 011102094 WACHOVIA BANK N.A., Account Number: 1509912345, Account Type: Checking, and Payment Method: Direct Deposit: PAYROLL.

14. Perform one of the following:

If	Then
You want to navigate back to the Bank Information overview page to display or maintain additional bank data.	Go to Bank Information Overview
You want to navigate back to the 'My Pay' area page.	Go to My Pay Homepage
You want to navigate all the way back to the main ESS 'My Overview' page.	Go to Employee Self-Services Homepage

15. For the purpose of this exercise, click the link [Go to Bank Information Overview](#).

The screenshot shows the MySCEmployee Employee Self-Service interface. The header includes a welcome message for 'essuser1' and the MySCEmployee logo, powered by SCEIS. A navigation bar contains links: Welcome, Employee Self-Service, My Overview, My Employee Search, My Working Time, My Pay, My Personal Info, My Benefits, My Travel and Expenses, and My Career. The main content area is titled 'Bank Information' and features a progress bar with four steps: 1 (Overview, highlighted), 2 (Edit), 3 (Review and Save), and 4 (Confirmation). Below the progress bar, the 'Main bank' section displays the following information:

Name:	Johnny Paul Brady (xSS)
Bank Name:	WACHOVIA BANK N.A.
Edit	

At the bottom of the section, there are three buttons: 'Previous Step', 'New Other bank' (highlighted with a right arrow), and 'Exit'.

16. To create an Other Bank bank, click [New Other bank](#).

Welcome essuser1, **MySCEmployee**
powered by **SCS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Name: Jonathon P. Brady

Bank Key / Routing Number: 011000208 BANK OF AMERICA N.A.

Bank Account: 091000100

Account Type: Savings

Payment Method: Direct Deposit: PA ...

Standard Percentage: 0

Or

Dollar Amount: 100.00

Example Check

YOUR NAME 5555 Street Name City, ST 12345		DATE	100.
Pay to the Order of		\$	
Financial Institution 1000 Street Name City, ST 12345		Dollars	00
For			
004183835	003527942	1001H	
Routing Number	Account Number	Check Number	

Previous Step Review Exit



Set up an Other Bank record by maintaining the same fields as described in Step 10. Additionally, the Other Bank screen has the fields 'Standard Percentage' and 'Dollar Amount.' One of these must be maintained. If an employee chooses to set up an additional direct deposit, the Other Bank is paid the dollar amount or percentage amount defined. The remaining portion of net pay is deposited into the Main Bank.

Result

You maintained your direct deposit and bank information in ESS.